

## **SAN CARLOS SCHOOL DISTRICT**

### **SMART-E ASSISTANT PROGRAM DIRECTOR**

#### **BASIC FUNCTION:**

Under the direct supervision of the SMART-E Program Director, the Assistant Program Director is responsible for overseeing and providing direction regarding day-to-day business operations and services of the SMART-E Program. This position will require a creative, team-oriented, customer service-focused professional who understands the dynamics of out-of-school learning experiences. The Assistant Director will work closely with the SMART-E Program Director, School Principals and Assistant Principals to conduct a needs assessments with the goal of developing a dynamic, fun, inspiring place for students to spend their out of school time.

#### **ESSENTIAL DUTIES:**

- Oversee the day-to-day operations of the SMARTE Program
- Assist the Program Director in creating and maintaining efficient systems and procedures to ensure accurate enrollment, attendance and billing.
- Manage and oversee the implementation of the online registration system (currently ActiveNet)
- Ensure compliance with all school policies and procedures
- Coordinate with Program Director to ensure proper paperwork and clearance for all employees and vendors
- Maintain effective and organized program spaces, equipment and ensure safe use of facilities
- Model and train staff to uphold high-quality customer service
- Coordinate and maintain vendor enrichment classes
- Manage vendor camp partners
- Implement engaging, fun after school curriculum and ensure consistency at all sites
- Assist the Program Director in training, motivating and supervising SMART-E program Staff
- Communicate professionally with parents, students, school administration, and co-workers including interfacing with parents around questions and concerns, communications about classes, activities and scheduling
- Communicate with Program Director regarding supplies, facilities, program needs and program quality
- Establish and maintain cooperative relationships with vendors and administrators
- Implement and monitor basic safety and emergency procedures at each school and coordinate required safety trainings, drills, and supplies
- Work independently on own initiative with routine guidance
- Handle administrative tasks such as phone calls, emails, letters, newsletters
- Ensure efficient procedures for setting up, checking students into basic care, coordinating use of space for basic care and enrichment classes, snack distribution, and closing procedures
- Participate in school and network-led meetings and professional development workshops as requested
- Support and monitor the growth and development of the after-school team and partners who impact student learning and achievement
- Assist the Program Coordinator in working with the SMART-E team around behavior management strategies, tone, and organizational processes to assist positive behavior.
- Assist the Program Director in training of SMART-E team members to ensure the protocols in place are followed

#### **OTHER DUTIES:**

- Substitutes at Program sites as needed
- Engage in coaching cycles and implementing strategies that maximize staff performance and that of their site students
- Assist the Program Director in Designing and implementing the program of activities
- Assist the Program Director in soliciting, screening, selecting and scheduling enrichment classes from approved vendors
- Perform other duties as assigned

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Correct English usage, spelling, grammar, punctuation, and math
- District records, reports and procedures relating to program enrollment
- Principles of proper letter composition, correspondence, and report writing
- Safety rules and regulations for this position
- Knows and understands the Strategic Plan of the District
- Conflict resolution strategies to support healthy social development in children including class/group behavior management strategies
- Professional skills for collaboration and team network with other education professionals

**ABILITY TO:**

- Supervise and support students
- Create and maintain a safe, respectful learning environment
- Meet the needs of a diverse student population
- Support student social and emotional development
- Use modern technology for instructing, communicating and reporting
- Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision
- Be a productive and active team member
- Work with Program Director, Faculty and Staff to create an atmosphere of respect among all members of the school community and support the communication with parents, faculty and program coordinators to ensure shared vision of a respectful school community
- Communicate effectively and tactfully in both oral and written form
- Establish and maintain a variety of record keeping, reference, and data collection systems
- Establish and maintain effective rapport with students, parents, and community members
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations
- Learn new procedures rapidly
- Maintain a pleasant appearance and demeanor
- Operate a variety of office equipment such as calculator, copy machine, computer terminal, printer, etc. with speed and accuracy
- Perform assigned work with frequent interruptions and without continuous supervision
- Perform mathematical calculations with speed and accuracy
- Prioritize and coordinate workflow and timeliness for self and others
- Provide guidance and leadership to assigned program staff
- Read, understand and explain technical policies and materials
- Understand and carry out oral and written instruction
- Type accurately at a rate of 40 words per minute
- Use computer and related software programs
- Prioritize and multi-task in an efficient manner
- Work independently and maintain high standards of workmanship, including maintenance of confidentiality
- Work successfully with diverse groups of people

**EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:**

- A work history demonstrating reliability and good attendance.
- Education equivalent to a Bachelor's degree.
- Early Childhood Education units desired
- Previous Teaching Experience or Experience in working with children in child care and/or recreational environment preferred.
- Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.
- Must possess a California Driver's License and personal vehicle to visit multiple sites throughout the day.
- Maintain CPR and First Aid certification
- Maintain clear fingerprint clearance and free tuberculosis screening throughout employment

**WORKING CONDITIONS ENVIRONMENT:**

- Indoor and outdoor work environment
- Uneven surfaces, noise, quick work pace
- Frequent use of computer screen
- Moderate stress work environment

**PHYSICAL DEMANDS:**

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to continually conduct verbal conversation in English or other designated language
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk
- Able to sit and stand for sustained periods of time
- Able to climb slopes, stairs, steps, ramps, and ladders
- Able to lift up to thirty (30) pounds frequently and forty (40) pounds occasionally
- Able to push and pull objects weighing up to thirty (30) pounds
- Able to continually reach, walk, bend, grasp, pinch, squat, twist and kneel which involves:
  - Able to exhibit full range of motion for shoulder external rotation and internal rotation
  - Able to exhibit full range of motion for shoulder abduction and adduction
  - Able to exhibit full range of motion for elbow flexion and extension
  - Able to exhibit full range of motion for shoulder extension and flexion
  - Able to exhibit full range of motion for back lateral flexion
  - Able to exhibit full range of motion for hip flexion and extension
  - Able to exhibit full range of motion for knee flexion
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner

Board Adopted: \_\_\_\_\_